

Town of

Florence

Arizona

Founded 1866



COMMUNITY

The spirit of the Old West is alive in Florence, Arizona and the cowboy culture that earned the nickname "Cowboy Cradle of the Great Southwest" is firmly rooted here. Residents and visitors alike are kept busy with Florence's annual event calendar, historic attractions and proximity to popular regional attractions.

Positioned halfway between Phoenix and Tucson Arizona along State Route 79 and 287, Florence is in the center of the Golden Corridor, the growth corridor between two of the fastest growing metro areas in the country. The Town is a rural agricultural community in Pinal County and serves as the county seat. Indian agent Colonel Levi Ruggles staked and platted the Town in 1866. At 1,493 feet in elevation, Florence is situated on a level plain around the Gila River.

Natural landmarks offer interesting punctuation to the great western views – Poston Butte just to the north, and the magnificent Superstition Mountains beyond. Look south to the vibrant colors of the Sonoran desert stretching to the Mexican border. Outdoor lifestyles are enhanced by the region's mild desert climate.

GOVERNMENT

Florence, being one of the oldest towns in Arizona, is proud of its history and the designation of the historic downtown as a National Historic District. The town strives to strike a balance between preserving the past and preparing for the future so that an authentic sense of place is maintained and new growth and revitalization is encouraged.

The Town of Florence is a home-rule and a council-manager governed municipality whereby Town Council is the policy-making body and the unelected Town Manager is in charge of the day to day operations. The Mayor and a six-person Town Council are elected to four year terms.

The Town of Florence is a full-service town and provides a multitude of public services including police, fire, public works, library, parks & recreation, senior center, and community development. The Town also owns, operates, and maintains its own water supply and wastewater treatment plants.

POSITION: HUMAN RESOURCES DIRECTOR

SALARY: \$64,794 - \$74,471

New Salary Scale Effective: 07/01/12

Performs professional personnel management and administrative work in planning and directing the activities of the Town's Human Resources Division. Under direct supervision of the Town Manager, employees of this class are expected to exercise a high degree of independence, initiative, and professional expertise in the day-to-day management of the Human Resources Division, and serves as an advisor in personnel matter to the Town Manager. This position is responsible for the general supervision and administration of the Human Resources Division, interpretation and enforcement of the personnel handbook, ordinances and policies, and procedures relating to classification, compensation, benefits, recruitment, selection, training and employee grievances and appeal.

Minimum Requirements

Bachelor's Degree in Personnel, Public or Business Administration, or related field. Five (5) years of administrative experience directing or managing a comprehensive Human Resources program in a municipal agency OR a major Human Resources program in a large state or private agency. Considerable human resources experience, especially in the areas of recruitment, selection, classification, compensation, training, and employee relations. Demonstrated ability to successfully fulfill the required knowledge, skills and abilities. Progressively responsible supervisor experience. Any equivalent combination of education, training and experience, which provides the requisite knowledge, skills and abilities for this position, may be substituted at the discretion of Town management. Must have and maintain an Arizona driver's license. Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) from the Human Resources Certification Institute (Society for Human Resource Management (SHRM)) is highly desirable.

How to Apply

All qualified applicants are encouraged to apply. Visit our website at www.florenceaz.gov for our Employment Application and Instructions to apply. The Town of Florence is an EEO/ADA employer. First review of applications August 1, 2012. Please send employment application, resume and cover letter to:

Town of Florence
Human Resources Department
775 North Main Street
PO Box 2670
Florence, AZ 85132
Phone: (520) 868-7553 | Fax: (520) 868-7571
hr@florenceaz.gov